Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050056-1

Classification

REPORTS INVENTORY

CONTROL NO. DDS&T-OSP-#13

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Delinquent Advance Report

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify) [ ] MEDICAL [X] FINANCE

4. NO. OF COPIES PREPARED: 5

5. FREQUENCY (weekly, monthly, quarterly, etc.): Monthly

6. DISTRIBUTION (No. of components not number of copies): 4

7. FORMAT (memorandum, form computer print-out, etc.): Typewritten

8. ADP PROCESSING: [ ] YES [ ] NO IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: [ ] Para 55 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

Support Branch/B&F Section

11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)

Advance subsidiary - 144.1 Acct. Computer Produced Report

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13	8.06		2		16.12		12		193.44

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: $ 193.44

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Justification is the responsibility of the Office of Finance. Report alerts Office Managers that they must require employees under their control to account for official funds advanced within a reasonable time limit.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS: - DOLLARS: - 25X1

16. DATE OF INVENTORY: 14 Oct

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: [redacted], Budget Officer, OSP

18. EXTENSION: [redacted]

25X1

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050056-1